



City of Sheboygan

Assessment Department
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Sheboygan, WI 53081

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2015 STATEMENT OF PERSONAL PROPERTY filing **due March 1, 2015**

The time is here to file the Statement of Personal Property with the City Assessor's Office. Every person, firm or corporation receiving from the assessor a return of personal property, must submit the return to the assessor on or before **March 1**, under Wisconsin Statute 70.35. The return is confidential and is not available for public inspection.

The City of Sheboygan has a very limited amount of time to complete the personal property assessment roll once this filing deadline of March 1 is reached. **Extensions will be granted only upon written request.** Submit your request **before** February 3, 2015. **NO EXTENSIONS WILL BE GRANTED BEYOND MARCH 6, 2015.**

If you filed a Statement of Personal Property last year, you will find that some of the information on this year's statements has been pre-filled. Please add your current information and review the form for accuracy. All figures on the form must be totaled and recorded in the proper schedule and in the summary section on page one of the Statement of Personal Property. If you find any errors in any of the pre-filled data, you must correct them. Complete the form using blue or black ink. *Please sign and include your email address on the bottom of page one.*

If you wish to file your 2015 Statement of Personal Property form electronically, the PA-003 Excel worksheet can be found at the WI Department of Revenue website: <http://www.revenue.wi.gov/forms/govtvc/>. This form or any WI Department of Revenue approved forms may then be emailed to us at:

assessor.pp@sheboyganwi.gov

Failure to notify our office of a change in ownership or location will result in an assessment based on the information currently on record.

There is no partial year pro-ration for a business that has sold or moved after January 1, 2015; you will still receive a personal property tax bill for the full year, per Wisconsin Statute 70.13(6).

Lease Provisions Insert - If you do not own the premises you occupy, please complete and return with your statement.

Note: Statements are due on March 1, 2015. If you fail to file, the assessor must estimate the value of your property using the best information available. In addition, you shall be denied any right of abatement by the Board of Review, under Section 70.35(4), Wisconsin Statutes.

DUE DATE
March 1, 2015

STATEMENT OF PERSONAL PROPERTY
Subject to Assessment January 1, 2015

2015

Who Must File? Every person, firm, or corporation as defined in Section 70.35 Wis. Statutes receiving from the assessor a return of personal property, must submit the return to the assessor on or before March 1. This return is confidential and is not available for public inspection.

Failure to File: If you fail to file, the assessor must estimate the value of your property using the best information available. In addition, you shall be denied any right of abatement by the board of review, under Section 70.35(4), Wis. Statutes.

Property Owner: (or in charge as agent, consignee, or other representative capacity)
↓

Account Number _____

Property Address _____

Engaged in Business of _____

☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ LLC ☐ LLP

FEIN # _____

**FOR ASSISTANCE IN COMPLETING THIS FORM,
YOU MAY CONTACT THE ASSESSOR.**

☐ Town }
☐ Village of }
☐ City }

County of _____

School District	TID #
Assessor	

New Owner Name _____
Situs Address _____
Mailing Address _____
City, State, Zip _____
Phone No. () _____

Type of Change ☐ Discontinued ☐ Sold
☐ Incorporated ☐ Moved

Date of Change _____

Schedule A
SUMMARY OF PERSONAL PROPERTY AS OF JANUARY 1, 2015

Schedule A is the summary of all taxable personal property from Schedules B through H. The total of column 3 is your declaration of personal property subject to tax within this municipality. **Do not write "SALY" for Same As Last Year;** forms must be filled out completely. Note that Schedule D-1, exempt computer equipment and software, cash registers and single-function fax machines, is excluded from TOTAL ASSESSABLE.

Column 1 Property Description	Column 2 Subtotals	Values ↓ Column 3 Totals	C O D E	Column 4 LEAVE BLANK
1. Boats & Other Watercraft (from Schedule B)			1	
2. Machinery, Tools & Patterns (from Schedule C)			2	
3. Furniture, Fixtures & Office Equipment (from Schedule D)				
5. Multifunction Fax Machines, Postage Meters, Copiers & Phone Systems (from Sch. D-2)				
6. TOTAL OF LINES 3 and 5			3	
7. Leased Equipment (Property in charge of but not owned from Sch. F)				
8. Supplies (from Schedule G)				
9. All Other Personal Property (from Schedule H)				
10. TOTAL OF LINES 7, 8, AND 9			4A	
11. Building on Leased Land (from Schedule E)			4B	
TOTAL ASSESSABLE (TOTAL OF LINES 1, 2, 6, 10 AND 11)				

4. EXEMPT Computer Equipment & Software ... (from Schedule D-1)				
Please report the total from Schedule D-1 from the 2014 PA-003 →				

I hereby declare all information given is true and correct for all the personal property for which I am subject to assessment and which was owned by me or held in my possession on January 1, 2015.

Owner's Name (please print)	Signature & Date	Preparer's Name (please print)	Signature & Date
Owner's Full Address		Preparer's Full Address	
Owner's Phone Number ()	Fax Number	Preparer's Phone Number ()	Fax Number
E-mail		E-mail	

Schedule B
BOATS AND WATERCRAFT

Schedule B is for reporting boats and watercraft not exempt. *Composite Conversion Factors* and a table of *Composite Useful Lives* on various equipment can be found at www.revenue.wi.gov/report/p.html#personal.

Column 1 Property Description	Column 2 Year Acquired	Column 3 Cost When Acquired	Column 4 Conversion Factor	Column 5 Declared Value January 1	Column 6 LEAVE BLANK
Total Declared Value					

Use additional sheets if necessary.

*Enter Col. 5 Total on
Sch. A, Line 1, Col. 3*

Schedule C
MACHINERY, TOOLS AND PATTERNS

Report all machinery and shop equipment. Take the costs shown from your accounting records. Any variation from information contained in your income tax return must be explained by letter or schedule. Summarize the original asset costs by acquisition year as of January 1 of last year. Enter these costs in column 2. Enter any additions or deletions by acquisition year in column 3.

Column 1 Year Assets Acquired	Column 2 Total Original Installed Cost as of January 1, 2014	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2014	Column 4 Net Total Original Installed Cost as of Jan. 1, 2015 (Column 2 +/- Column 3)	Column 5 Conver- sion Factor 10 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2015 (Column 4 x Column 5)	Column 7 LEAVE BLANK
2014				.925		
2013				.794		
2012				.681		
2011				.591		
2010				.507		
2009				.431		
2008				.380		
2007				.330		
2006				.287		
2005				.250		
Prior to '05				.139		
Totals						

*Enter Col. 6 Total on
Sch. A, Line 2, Col. 3*

Schedule D
FURNITURE, FIXTURES AND OFFICE EQUIPMENT

Report such assets as office, store and professional furniture, fixtures and equipment, business and professional libraries, and other assets related to the sales and administration of your business. Original Cost per column 4, Schedule D should contain all costs of installation and freight, add-ons, and sales tax.

Column 1 Year Assets Acquired	Column 2 Total Original Installed Cost as of January 1, 2014	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2014	Column 4 Net Total Original Installed Cost as of Jan. 1, 2015 (Column 2 +/- Column 3)	Column 5 Conver- sion Factor 10 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2015 (Column 4 x Column 5)	Column 7 LEAVE BLANK
2014				.925		
2013				.794		
2012				.681		
2011				.591		
2010				.507		
2009				.431		
2008				.380		
2007				.330		
2006				.287		
2005				.250		
Prior to '05				.139		
Totals						

*Enter Col. 6 Total on
Sch. A, Line 3, Col. 2*

Schedule D-1
EXEMPT COMPUTER EQUIPMENT AND SOFTWARE (OWNED),
CASH REGISTERS & SINGLE FUNCTION FAX MACHINES

Do Not Report Custom Software. Report mainframe computers, minicomputers, personal computers, networked personal computers, servers, terminals, monitors, disk drives, electronic peripheral equipment, tape drives, printers, basic operational programs, systems software, prewritten software, ATMs, cash registers, and single function fax machines.

Column 1 Year Assets Acquired	Column 2 Total Original Installed Cost as of January 1, 2014	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2014	Column 4 Net Total Original Installed Cost as of Jan. 1, 2015 (column 2 +/- column 3)	Column 5 Conversion Factors 4 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2015 (Column 4 x Column 5)	Column 7 LEAVE BLANK
2014				.813		
2013				.513		
2012				.323		
2011				.206		
2010				.130		
2009				.081		
2008				.051		
Prior to '08				.032		
Totals						

Total leased equipment from Schedule F, Column 7

Combined
Totals

NOTE: Per Section 70.36(1m) Any person, firm or corporation that fails to include information on property that is exempt under s. 70.11(39) and (39m) on the report under s. 70.35 shall forfeit \$10 for every \$100 or major fraction thereof that is not reported.

Enter Col. 6 Total on
Sch. A, Line 4, Col. 2

Schedule D-2
MULTIFUNCTION FAXES, COPIERS, POSTAGE METERS, AND TELEPHONE SYSTEMS, AND COMPUTERIZED EQUIPMENT

Report all multifunction fax machines, copiers, postage meters, telephone systems (PBXs), and equipment with embedded computerized components.

Column 1 Year Assets Acquired	Column 2 Total Original Installed Cost as of January 1, 2014	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2014	Column 4 Net Total Original Installed Cost as of Jan. 1, 2015 (column 2 +/- column 3)	Column 5 Conver- sion Factors 6 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2015 (Column 4 x Column 5)	Column 7 LEAVE BLANK
2014				.875		
2013				.663		
2012				.502		
2011				.384		
2010				.291		
2009				.218		
Prior to '09				.126		
Totals						

Enter Col. 6 Total on
Sch. A, Line 5, Col. 2

Schedule E
BUILDINGS ON LEASED LAND

Report buildings, structures, and other improvements which you own, but which are located on land that you do not own. They will be valued in the same manner as improvements located on land that is owned by you. Enter your opinion of value in column 4.

Column 1 Property Description	Column 2 Year Acquired	Column 3 Cost When Acquired	Column 4 Declared Value January 1	Column 5 LEAVE BLANK
Total Declared Value				

Enter Col. 4 Total on
Sch. A, Line 11, Col. 3

Report all leased equipment such as business furniture, fixtures, equipment, machines, postage meters, tools, or advertising devices and similar items loaned, leased, stored or otherwise held and not owned by you. These items may or may not be assessed to you. Frequently, leases state whether the owner or the lessee is responsible for the personal property taxes. *Composite Conversion Factors* and a table of *Composite Useful Lives* on various equipment can be found at www.revenue.wi.gov/report/p.html#personal. Factors for computer equipment can be found on Schedule D-1.

* Leasing Companies: To avoid duplication of assessment, provide the same information requested on this schedule including name and location of lessees.

Enter Col. 6 Total on Sch. A, Line 7. Col. 2	Enter Col. 7 Total on Sch. D-1 on page 3, near bottom of Col. 6
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Report your supplies inventory. Supplies include items which are expensed, not subject to resale, but are necessary in the conduct of business, are consumed in the operations of providing customer services. Supplies are items such as those used for selling and advertising, office, shipping, medical, dental, janitorial and cleaning, in your possession on January 1.

Enter amount on Sch. A, Line 8, Col. 2

Report all leasehold improvements and other personal property not reported on a separate schedule. Leasehold improvements are any alterations, additions, or improvements, adding value, made by a tenant to leased or rented premises. Enter the total improvement cost in column 3. This schedule also includes logs and other forest products belonging to persons whose principal activity is not related to the buying, selling or manufacturing use of such property. Merchant's or manufacturing stock are exempt. Report improvements on leased land (exempt) and privately owned structures, billboards, or special taxed land. *Composite Conversion Factors* and a table of *Composite Useful Lives* on various equipment can be found at www.revenue.wi.gov/report/p.html#personal.

Use additional sheets if necessary.

Enter Col. 5 Total on
Sch. A, Line 9, Col. 2

Please provide the following lease provisions:

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